SECTION 5

1. **Memo: Re: Use of Alternative Formats for Campaign Fund Reports**

2. **Campaign Fund Report – Title Page**

3. **Campaign Fund Report – Summary Sheet**

4. **Schedule 1: Contributions**

5. **Schedule 1A: Transfers In (From one City Campaign Treasurer to Another)**

6. **Schedule 1B: Other Receipts and In-Kind Contributions**

7. **Schedule 2: Expenditures**

8. **Schedule 2A: Campaign Fund Report – Petty Cash Reporting Sheet**

9. **Schedule 3: Outstanding Obligations**

10. **Schedule 4: Report on Loans to Campaign Fund Account**

Rev. 3/07
SECTION 5.CVR

City of Rockville

M E M O R A N D U M

April 30, 2007

TO: All Responsible Parties or Individuals for Filing Campaign Fund Reports

FROM: Board of Supervisors of Elections

SUBJECT: Use of Alternative Formats for Campaign Fund Reports

Campaign fund reports may be submitted in a format different from that prescribed by the Board.

If you choose to use an alternative format for your campaign fund reports, Board policy requires that you obtain prior approval from the Board for the form you plan to use. The Board has established the following criteria for approval of alternative formats.

(1) The format of the report should not compromise the clarity of the report, nor its comparability with reports submitted by other accounts.

(2) The format should not unduly complicate the work of the election office in processing and analyzing reports.

To achieve those ends, we ask that the alternative format entries be identified, as they would be on the prescribed form; that extraneous entries do not clutter the report and obscure the presentation of required items; and that page size be 8 ½ inches in one dimension and 11 to 14 inches in the other dimension.

An alternative format must be submitted to the Board at least ten (10) days prior to the due date of the first report for which the format is to be used. The Board will review the proposed format and report its decision promptly to the person who submitted it.

You may use an alternative format for certain pages of the report (e.g. Summary Sheet or Schedule No.1, Contributions) or for the entire report.

Please note that all forms needed by candidates are included in this notebook and are also available on Rockville's website: **<u>www.rockvillemd.gov.</u>**

If you have any questions regarding the above, please call City Clerk,
Claire Funkhouser, (240) 314-8280.

CAMPAIGN FUND REPORT TITLE PAGE

Page __ of ___

Name of Campaign Fund Account____
Name of Treasurer ____

Bank Name Name as Appears on Account
Checking Account ____

Other Accounts ____

Check which report this is: Due Date

[ ] 10/01/07
All transactions through 09/30/07
MUST BE HAND DELIVERED BY 5:00 PM

[ ] 10/29/07
All transactions from 10/02/05 through 10/28/07
MUST BE HAND DELIVERED BY 5:00 PM

[ ] 12/06/07
All transactions from 10/28/07

[ ] November 8, 2008 Annual Report

[ ] November 8, 2009 Annual Report

(Check One)

[ ] This is the final report and the account has been/will be terminated.

[ ] This is an amendment to a previous report, filed ______________________________
(Date)

Revised 4/07
CFRTITLE.S4

INSTRUCTIONS TO
CAMPAIGN FUND REPORT SUMMARY SHEET

General

Each campaign treasurer is required to file a report of campaign financial activity by 5 p.m. in duplicate on the following dates;

First pre-election report	**October 1, 2007**
Second pre-election report	**October 29, 2007**
(Must be hand delivered)	
First post-election report	**December 6, 2007**
(May be mailed)	
Annual report	**November 8 of each year until account is closed.**
(May be mailed)	

These reports should detail amounts received by the campaign as well as amounts paid or owed. The form asks for three figures to be reported for most categories: the current period activity, the activity in prior periods, and the total activity for the campaign for this election cycle.

Current Period

These figures should reflect all activity since the prior reporting period. If the prior report failed to accurately report the prior period activity, file an amended prior period report; do not include any prior period activity in the current period figures.

Prior Periods

The column should reflect the campaign activity in all prior periods covered by this election cycle. These figures should be taken from the total column of the immediately preceding campaign finance report. If this is the first report filed, put "n/a" in the prior period column; do not leave it blank. If no activity occurred in prior periods use zeros in the column; do not leave it blank.

Totals

This column should equal the sum if the current period and prior period columns. Enter zero if no activity has occurred. Do not leave blanks.

RECEIPTS

Line Instructions

A **Enter the amount of cash contributions which is the total from column 4 on Schedule 1.**

B **Enter the cash amounts received from a campaign committee from column 5 on Schedule 1.**

C **Enter transfers from one city treasurer to another from column 8 on Schedule 1A.**

D **Enter here any cash contributions, which do not fit any other category. This is the total of column 12 of Schedule 1B.**

E **Enter the total of in-kind contributions from column 13 of Schedule 1B.**

F **Add lines A through E and enter total here. This reflects the total contributions received over the course of the campaign.**

EXPENDITURES

G **From Schedule 2, column 19.**

H **From Schedule 2, column 20.**

I **From Schedule 2, column 21.**

J **From Schedule 2, column 22.**

K **From Schedule 2, column 23.**

L **From Schedule 2, column 24.**

M **From Schedule 2, column 25.**

N **From Schedule 2, column 26.**

O **From Schedule 2, column 27.**

> **NOTE: A separate itemization of petty cash expenditures (to whom paid, amount, and date) is required if petty cash expenditures exceed $250 for the election cycle. Such reporting must included all expenditures, not just those in excess of $250.**

P **From Schedule 2, column 28.**

Q **From Schedule 2, column 29.**

EXPENDITURES

<u>Line Instructions</u>

R **Enter any other amount spent on behalf of the campaign. From Schedule 2, column 30.**

S **Enter amount of in-kind contributions shown on line H. In the example cited, the rent, which would have been due during this reporting period, is considered to be a cash contribution followed by equivalent expenditures for rent. As a result, the amounts must be entered in both receipts and expenditures sections.**

T **Add lines G through S; enter the total here.**

LOANS

U **Enter the principal amount of any loans, which were entered into during the appropriate (current or prior) reporting period. Do not enter loans from prior periods in the current period column. Current period loans should be the same as the amount on Schedule 1B column 11. Total loans entered should be reported in the total column. Do not reduce loan amounts by any payments of principal or interest made. Principal and interest payments should be entered on Schedule 2 in Column 29 or Column 31.**

V **Enter amount spent to repay the principal of any loans. From Schedule 2, column 31.**

SUMMARY

W **Enter the balance forward from column 1, line EE of the immediately preceding report. If this is a first report, enter n/a. If the prior balance was zero, enter zero. If the prior balance was a negative, enter the amounts in brackets ([]).**

X **Enter the amount shown on line F.**

Y **Enter the amount shown on line U.**

Z **Enter the amount from line T.**

AA **Enter the amount from line V.**

BB **Total lines W through AA. Remember that lines Z and AA are subtracted.**

CC **Enter amount in checking account.**

DD **Enter amount in savings account.**

EE **Add lines CC and DD. This amount should be the same as line BB.**

CAMPAIGN FUND REPORT SUMMARY SHEET

Name of Campaign Fund Account ____________________ **Page ____of _____**

RECEIPTS	Current Period	Prior Periods	Total
CASH			
A. Individuals			
B. Campaign Committees			
C. Transfers in from Other City Treasurers			
D. Other			
E. In-Kind Contributions			
F. TOTAL RECEIPTS (A through F)			
EXPENDITURES			
G. Salaries and other Compensation			
H. Office Rent, Supplies, other Expenses			
I. Campaign Materials			
J. Direct Mail			
K. Postage/Shipping			
L. Fund-raising			
M. Equipment Purchase			
N. Transfers out to other City Treasurer			
O. Transfers to petty cash			
P. Media Advertising			
Q. Interest payment			
R. Other			
S. In-Kind Contributions (Same as E)			
T. TOTAL EXPENDITURES (Add lines G through S)			
LOANS			
U. Loans			
V. Loan Repayment			
SUMMARY			
W. Balance Forward (From last report Column 1, line EE)			
X. Add total receipts (Same as line F)			
Y. Add Loans (Same as line U)			
Z. Less total expenditures (Same as Line T)			
AA. Less loan repayment (line V)			
BB. Total W-AA			
CC. Balance in Checking Account			
DD. Balance in Savings			
EE. Total Balance (CC through DD)			

CERTIFICATIONS: WE SWEAR THAT THE INFORMATION PROVIDED IS TRUE AND COMPLETE TO THE BEST OF OUR KNOWLEDGE AND BELIEF.

CANDIDATE **DATE** **TREASURER** **DATE**

INSTRUCTIONS: CAMPAIGN FUND REPORT – SCHEDULE 1 – CONTRIBUTIONS

List on this schedule only money contributions subject to reporting. Those categories are identified in the column headings of this schedule.

Do not include other types of receipts – transfers not subject to limits, loans, in-kind contributions, etc. Those are listed on Schedule 1A and 1B.

ALL FUNDS MUST BE DEPOSITED IN AN ACCOUNT PROPERLY IDENTIFYING THE NAME OF THE CANDIDATE, COMMITTEE, OR SLATE ACCOUNT PURSUANT TO CHAPTER 8 OF THE ROCKVILLE CITY CODE.

A. **List name of the Campaign Fund Account.**

B. **Number pages only when all schedules of the entire report are completed.**

Column 1 - **Enter date funds received.**

Column 2 - **Enter complete name and address of payer. If the contribution joint, list both names even though one signs the check. If from a business entity, enter name and address of entity (not the name of person who signed the check on behalf of the business).**

Column 3 - **Indicated whether payment was made by cash or check.**

Column 4 - **Enter amount of contribution other than those entered in Column 5 or 6.**

Column 5 - **Enter amount form any campaign committee. Contributions from ARC, IFR, etc. should be entered here.**

For Column 3, 4 and 5, total amounts at bottom of page.

CAMPAIGN FUND REPORT – SCHEDULE 1
CONTRIBUTIONS

Name of Campaign Fund Account ___________________________________ **Page ___ of ____**

(1)	(2)		(3)		(4)	(5)
Date	**Name Contributor**	**Address of Contributors**	**Check Amount**	**Cash Amount**	**Source/ Non Campaign Committee**	**Source/ Campaign Committee**
		TOTALS THIS PAGE				

INSTRUCTIONS: CAMPAIGN FUND REPORT SCHEDULE 1A - TRANSFERS FROM ONE CITY TREASURER TO ANOTHER

List on this Schedule transfers of money from the treasurer of a campaign fund account registered under Rockville law to the treasurer of this account. This includes cash amounts received from the treasuries of state campaigns, treasuries of other candidates' campaigns and treasuries of committees other than amounts entered in column 5 of Schedule 1. See Schedules 1 and 1B for other types of receipts.

ALL FUNDS MUST BE DEPOSITED IN AN ACCOUNT PROPERLY IDENTIFYING THE NAME OF THE CANDIDATE, COMMITTEE, OR SLATE ACCOUNT PURSUANT TO CHAPTER 8 OF THE ROCKVILLE CITY CODE.

A. List name of Campaign Fund Account
B. Number pages only when all schedules of the entire report are completed.

Column 6 - Enter date funds were received.
Column 7 - Enter name of the city candidate or committee From which the transfer is received.
Column 8 – Enter amount received.

Total Column 8 at bottom of page.

CAMPAIGN FUND REPORT – SCHEDULE 1A
TRANSFERS FROM ONE TREASURER TO ANOTHER

Name of Campaign Fund Account __________________________________ **Page ___of _____**

(6) Date Received	(7) Received From	(8) Amount
	TOTALS THIS PAGE	

INSTRUCTIONS: CAMPAIGN FUND REPORT-SCHEDULE 1B OTHER RECEIPTS AND IN-KIND CONTRIBUTIONS

See Schedules 1 and 1A for other types of receipts.

ALL FUNDS MUST BE DEPOSITED IN AN ACCOUNT PROPERLY IDENTIFYING THE NAME OF THE CANDIDATE, COMMITTEE, OR SLATE ACCOUNT PURSUANT TO CHAPTER 8 OF THE ROCKVILLE CITY CODE.

A. List name of Campaign Fund Account.

B. Number pages only when all schedules of the entire report are completed.

Column 9 - **Enter date funds were received.**

Column 10 - **Enter complete name and address of payer.**

Column 11- **Enter amount of loans received in the current period. Also complete Schedule 4.**

Column 12 - **Enter amount of refund, rebate, items sold, interest or other miscellaneous receipts. Include any cash contributions, which do not fit any other category. Describe in Column 14.**

Column 13 - **If you received a contribution of anything other than cash (or check) enter amount of in-kind contribution. Use fair market value. Describe in Column 14 the nature of the gift or service made available for use by the candidate or committee.**

An in-kind contribution is anything of value, goods, or services, given to or made available for use by a candidate, committee or representative of any campaign committee to be used in promoting or aiding the success or defeat of any candidate, campaign committee, principal or proposition submitted to a vote at any election, e.g., printing, use of office space, automobiles, aircraft, boats, mobile units or any other thing or service made available.

In-kind contributions are charged against the overall contribution limits outlined in Chapter 8 of the Rockville City Code.

Column 14 - Use this column if needed for remarks relating to entries
Total the amounts in Columns 11, 12 and 13 at bottom of page.

CAMPAIGN FUND REPORT – SCHEDULE 1B
OTHER RECEIPTS AND IN-KIND CONTRIBUTIONS

Name of Campaign Fund Account ___________________________________ **Page ___of _____**

(9)	(10)		(11)	(12)	(13)	(14)
Date Received	Name - Contributor	Address	Loans Received	Other (Misc)	In-Kind Contributions	Remarks
		TOTALS THIS PAGE				

INSTRUCTIONS TO
CAMPAIGN FUND REPORT
SCHEDULE 2, EXPENDITURES

Schedule 2 is used to itemized campaign expenditures. Each type of expenditure that is separately listed on the Campaign Fund Report Summary Sheet is given a column. Amounts expended should be inserted in the column for the appropriate type of expenditures. Page totals for the columns are computed and inserted at the bottom. The total for column 18 ("Total Amount") for each page should equal the totals from column 19 through 32. After all expenditures have been listed, the grand total of all column totals for all pages should be noted at the end of the last page used. If an item needs to be explained, do so on the reverse side of Schedule 2.

INSTRUCTIONS

Campaign Fund Account — **Enter name of Campaign Fund Account**

Page ____ of ____ — **Number pages only when all schedules of the entire report are completed.**

Column

15. **Enter date of check.**

16. **To Whom Paid. Enter complete name and address of payee. If transfer to another campaign treasurer, list the name of the committee or candidate for which the treasurer serves.**

17. **Check No. Enter check number. Report all disbursements in check number sequence. Indicated any void or skipped check number.**

18. **Total Amount. Enter amount of check. Total of amounts listed in columns 19 through 32 should equal the amount reported in Column 18.**

19. **Salaries and other Compensation. Enter gross salaries, including amount withheld for payroll and other taxes, and any other compensation for services rendered; includes employees and independent contractors. (Examples: pollsters, consultants, lawyers, accountants)**

20. **Office Rent. Supplies and other Expenses. Enter amount paid for office rent, office supplies, telephone charges, equipment rental, or related expenses. Do not include equipment purchase.**

21. Campaign Materials. Enter amount paid for the printing of signs, campaign stationery, and other campaign literature and materials including buttons, bumper stickers, leaflets, handbills, lawn signs, automobile signs, T-shirts, banners and similar items.

22. Direct Mail. Enter amount spent to send mass mailings, including the cost of mailing lists, and amounts paid to consultants to create or transmit materials. Do not include postage if separately paid.

23. Postage/Shipping. Enter amounts paid for postage and shipping whether by USPS, Federal Express, UPS or other carrier.

24. Fund-raising. Enter amounts spent directly on fundraising, such as the cost of refreshments at gatherings held to solicit contributions, or for caterers, hall rentals, chair or table rentals, tents, bands, etc.

25. Equipment Purchase. Enter amount spent to purchase equipment used in the campaign. If you paid only for part of the cost of the equipment, enter your share of the costs. And on a separate sheet identify the other party and the equipment purchase.

26. Transfers out to Other City Treasuries. Enter amount transferred to another registered campaign or committee treasury.

27. Transfers out to Petty Cash. Enter any amounts transferred to petty cash fund. <u>**NOTE: A separate itemization of petty cash expenditures (to whom paid, purpose, amount and date) is required if petty cash expenditures exceed $250 for the election cycle. Such reporting must include all expenditures, not just those in excess of $250.**</u>

28. Media Advertising. Enter amount paid for radio, television or newspaper advertising.

29. Interest Repayment. Enter amount of loan interest repaid.

30. Other. Enter any other amount expended. Explain on back of form or on a separate sheet.

31. Loan Repayment. Enter amount of loan principal repaid.

32. Transfer to interest bearing account. Enter amount deposited in interest bearing account. This amount will not be included in total disbursements since it is an internal transfer.

CAMPAIGN FUND REPORT – SCHEDULE 2
EXPENDITURES

Name of Campaign Fund Account ________________________________ **Page ___of _____**

EXPENDITURE CLASSIFICATION

(15) Date	(16) To Whom Paid Name	Address	(17) Check No.	(18) Total Amount	(19) Salaries	(20) Rent, Office Supplies	(21) Campaign Materials	(22) Direct Mail	(23) Postage Shipping
	TOTALS	**THIS PAGE**							

CAMPAIGN FUND REPORT – SCHEDULE 2
EXPENDITURES

Name of Campaign Fund Account ____________________________________ Page ___of _____

EXPENDITURE CLASSIFICATION

(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)
Fundraising	Purchase of Equipment	Transfer to other Treasure	Petty Cash	Advertising	Interest	Other	Loan Payment	Transfer to Savings
	TOTALS	THIS	PAGE					

INSTRUCTIONS TO PETTY CASH REPORTING SHEET SCHEDULE 2A

If the sum of all expenditures from petty cash exceeds $250.00 in an election cycle, an itemization of all petty cash expenditures (not just those over $250.00) must be reported on Schedule 2A.

A. List name of Campaign Fund Account

B. Number pages only when all scheduled of the entire report is completed.

Column	**Instructions**
Date	**Enter date the funds were expended.**
Amount	**Enter the amount spent.**
To Whom Paid	**Enter complete name and address of payee.**
Purpose	**Using the categories listed under "Expenditures" of the Campaign Fund Report Summary (lines G through S) write in the reason for the expenditure (i.e. postage/shipping or equipment purchase).**
NOTE:	***No more than $25.00 in the aggregate may be disbursed from the petty cash fund to any single receipts at any one time. Rockville City Election Code 741.***

CAMPAIGN FUND REPORT: Schedule 2A
PETTY CASH REPORTING SHEET

DATE	AMOUNT	TO WHOM PAID	PURPOSE
	TOTALS		

INSTRUCTIONS: CAMPAIGN FUND REPORT – SCHEDULE 3 OUTSTANDING OBLIGATIONS

A. List name of Campaign Fund Account.

B. Number pages only when all schedules of the entire report is completed.

Column 33 - Enter complete name and address of person or firm to whom debt or loan is owed.

LOANS

Column 34 - Enter date debt incurred or date of loan accepted.

Column 35 - For any loan you must indicate with a check mark that written consent has been given. See Schedule 4 for consent from and terms of loan.

Column 36 - Amount due on loan as of end of transaction period for this report.

OTHER UNPAID BILLS

Column 37 - Amount due on this bill as of end of transaction period for this report.

Column 38 - Enter the nature of materials or services for which full payment has not been made.

CAMPAIGN FUND REPORT: Schedule 3
OUTSTANDING OBLIGATIONS

Name of Campaign Fund Report____ Page ___ of _____

(33)	(34)	(35)		(36)	(37)	(38)
		Written Consent				
Name/Address of Creditor	Date of Obligation Incurred	Previously Filed	Filed Herewith	Balance of Loan	Balance Due	Description

Chapter 8 of the Rockville City Code provides that no loan may be made to a candidate, or accepted on behalf of the candidate, without written consent of the candidate. A copy of the written consent shall be furnished to the lender at the time of the loan. This consent is given on Schedule 4 of the Campaign Fund Reporting forms for the transaction period for which the loan is made.

CAMPAIGN FUND REPORT: Schedule 4
REPORT ON LOAN TO CAMPAIGN FUND ACCOUNT

Name of Campaign Fund Report____________________________ Page _____ of _____

This schedule must be attached to the Campaign Fund Report for the transaction period in which the loan was made. A copy should also be given to the lender.

I. CONSENT OF RECIPIENT
Please Print

I, _________________________________, hereby acknowledge receipt of a loan on

____________________________, in the amount of $_____________________________

made payable to ________________________________ from _______________________

____.

A copy of this consent has been supplied to the lender.

____
(Signature of Candidate) (Date)

II. TERMS OF LOAN
Please Print

Name of Lender:____

Address of Lender:____

Are the terms of the loan stated in writing? ________Yes _________ No

Schedule for repayment:____

____

____

____

Interest rate:____

____
(Signature of Lender) (Date)